



Anand Law College
(An Autonomous Institute, Under UGC Regulation-2023)
Managed by Shri Ramkrishna Seva Mandal,
Near Grid, Anand, Gujarat
(Affiliated to S. P. University & Approved by BCI, New Delhi)
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle



Discipline & Fine Policy

Why This Policy Exists

Our college believes in creating a safe, respectful, and disciplined learning environment. To achieve this, certain rules must be followed by every student. When these rules are broken, fines and disciplinary actions are necessary to:

- * Maintain fairness and order for all students.
- * Encourage punctuality, regular attendance, and proper behaviour.
- * Ensure that everyone represents the college in a positive way.
- * Protect the reputation and safety of the college community.

A. Uniform Rules

Why we have this rule: Wearing the proper uniform with the ID card shows unity, discipline, and respect for our college. It also helps in identifying students easily for safety purposes.

Required Uniform

- Boys: White shirt, black pants, tie, formal shoes, and college ID card worn visibly on the neck.
- Girls: White shirt, black pants, tie, and college ID card worn visibly on the neck.

If uniform is not proper

- On-the-spot fine of ₹50 will be taken by the Class Coordinator.
- Please keep your uniform clean and proper every day.

B. Attendance & Leave Rules

Why we have this rule: Regular attendance builds discipline, ensures academic progress, and keeps students involved in college activities.

Minimum Attendance: As per college rules and applicable norms, 70% attendance is compulsory.

Inform Before You Are Absent:

- If you cannot attend, inform your Class Coordinator in advance by leave application.
- If you do not inform, it will be counted as unauthorised absence and fine will apply.

B.1. Unauthorised Absence – 1st & 2nd Year

- **Fine:** ₹50 per day.
- If the student becomes a **regular defaulter**, the fine **may increase** as decided by the Governing Body.



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B2. Unauthorised Absence – 3rd, 4th & 5th Year

- **Fine:** ₹100 per day.
- If the student becomes a regular defaulter, the fine may increase as decided by the Governing Body.

B.3. Medical Emergency – Leave Approval Process

- If you are absent due to a medical reason, you must submit a complete **medical file**.
- Doctor's prescription
- Medical reports / test reports (if any)
- Medical certificate
- Submit these to the Class Coordinator
- Leave will be counted only after approval by the Medical Officer. Without approval, it will be treated as unauthorised absence and fines will apply.

B.4. Habitual Defaulter – Not allowed appear in Internal Examination

- As per the resolution passed, the authority has decided that those students, who have a history of **habitual attendance default** and have failed to improve their attendance despite repeated notifications and opportunities, will be prohibited from appearing in the Internal Examination. This decision, which aligns with BCI norms, will consequently render them ineligible for the External Examination.

C. Punctuality (Late Coming)

Why we have this rule: Being on time shows respect for teachers, classmates, and your own learning. Students coming late to class may not be allowed to enter that lecture.

- Action may include marking the student **absent for that lecture, penalty or disciplinary** action as per college rules.

D. Conduct & Discipline

Why we have this rule: Good conduct keeps the college environment safe, respectful, and productive for everyone.

D1. Defaming the College

- Any act (spoken, written, online, or offline) that harms the name or reputation of the college is strictly prohibited.
- **Legal action will be taken by the college against such students.**

D2. Seniors Encouraging Wrong Acts

- If it is found that senior students are encouraging junior students to do any wrong or harmful activity for the college or any student, serious actions will be taken against them.



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- **Such cases may be put before the Disciplinary Committee for strict action.**

D3. Creating Nuisance / Misconduct

- If a student is found creating nuisance or doing anything that disturbs classes, staff, visitors, or any college activity, strict action will be taken.
- As a punishment from the college side, such students will not be allowed to join any tour, educational tour, excursion, competition, or programme conducted outside the college.

E. Staying in Class during College Hours

Why we have this rule: Staying in class during college hours ensures that students get the full benefit of lessons and stay safe.

❖ **Class hours:** 9:00 am to 2:00 pm.

- During this time, if a student is found in the parking, canteen, or elsewhere in the campus and is not attending a class/lecture/guest lecture, should have a written permission from the teacher present in the class and class coordinator.
- **An on-the-spot fine of ₹100 will be charged.**

F. Mobile Phone Use in Class

Why we have this rule: Mobile phone use distracts from learning and disrupts others.

Phones must be on silent and not used during lectures.

If a student uses a mobile phone during class:

- A ₹500 penalty must be paid to the College Management
- The phone will remain in college custody until 6:00 pm on the same day.

Second-time defaulter

- The student must bring parents to the college for a meeting.
- The phone will not be returned without a parent meeting.

G. Electronic Items Misuse / Damage

Electronic items are expensive and sensitive. Careless handling can cause damage and disrupt the functioning of college facilities. This rule ensures that students act responsibly and respect institutional property

- Students must not fidget, play, or handle any electronic item carelessly.
- **Fine:** ₹500/- will be charged if a student is found fidgeting with any electronic item, plus the cost of repair or replacement of the product if it is broken.